



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, EIGHTH UNITED STATES ARMY**  
**UNIT # 15236**  
**APO AP 96205-5236**

EAAG

OCT 30 2001

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Procedures for Conditional Promotion to Sergeant (SGT)**

**1. References.**

- a. AR 600-8-19, Enlisted Promotions and Reductions.
- b. AR 600-8-105, Military Orders.
- c. MILPER MSG 01-108, dtd 5 Mar 01, Procedural Changes to AR 600-8-19, Enlisted Promotions and Reductions (Conditional Promotions to SGT).
- d. MILPER MSG 01-236, dtd 8 Aug 01, Clarification of Procedural Changes to AR 600-8-19, Enlisted Promotions and Reductions (Conditional Promotions to SGT).
- e. MILPER MSG 01-255, dtd 14 Sep 01, Clarification of Procedural Changes to AR 600-8-19, Enlisted Promotions and Reductions (Removal from Recommended List).
- f. USFK CG Policy Memo, dtd 15 Sep 01, Conditional Promotions to SGT.

2. The Department of the Army has allowed promotion authorities to conditionally promote soldiers to the grade of SGT since 1 May 2001. We still have many Eighth United States Army soldiers that have met the cutoff score and are eligible for conditional promotion, but have not been promoted. The CG's policy memo cited in reference e. gives further guidance that all soldiers eligible for conditional promotion will be promoted.

3. In order to expedite this policy, the following procedures will be in effect starting 1 November 2001:

- a. Upon receipt of the monthly promotion point cut-off score and by-name promotion list, the Promotions Section in each Personnel Services Detachment (PSD) will re-verify each soldier's promotion packet. For soldiers who have met the cutoff score and only need PLDC attendance, a roster will be sent to the soldier's promotion authority (first LTC commander in the chain of command) with a 10-day suspense. This roster will include the names of the soldiers who will be conditionally promoted unless a

nonconcurrence is received by the given suspense. If the commander agrees with the promotion of all soldiers listed, no response is required. Commander's will annotate, sign and return the roster if any soldier should not be promoted. Nonconcurrences should be limited to soldiers erroneously listed, not qualified for promotion but not yet removed from the standing list. For those soldiers no longer assigned to the unit, the promotion authority will line through the soldier's name and place "no longer assigned". Units will be responsible to immediately submit a request for any unqualified soldiers to be removed from the promotion standing list.

b. The promotions section will publish orders prior to the 1<sup>st</sup> of the month and distribute to units. Conditional promotion orders will state: **"Soldier has not met the NCOES requirement and is promoted conditionally. If the soldier does not attend and successfully complete PLDC as scheduled, not to exceed 12 months from the effective date of the order, the soldier will be administratively reduced and will be required to reappear before a promotion board to regain promotable status IAW MILPER Msg 01-108."**

c. Follow-up.

(1) Beginning in February 2002, the PSD will begin running a monthly query to identify soldiers within 90 days of this deadline (who were promoted effective 1 May 2001) who have not yet attended PLDC. The PSD will cross-check this with the soldier's 201 File to confirm that there is no record of graduation (DA Form 1059) on file. Also, effective immediately, the PSD will screen all incoming records to identify soldiers conditionally promoted to Sergeant and will notify the soldier's chain of command.

(2) Units can also identify these soldiers by querying SIDPERS for all SGTs who do not possess the PLDC Military Education Level (Code X). Actions at the unit level should include: verification of NCOES data; scheduling soldiers for PLDC; obtaining copies of DA Forms 1059 from soldiers; and informing the PSD when individual soldiers are no shows or academic failures. The PSDs will also provide copies of this query through CSM channels to allow the NCO chain to follow-up.

d. Reduction. Soldiers who fail to attend PLDC within the one-year period will be administratively reduced to Specialist. This administrative reduction will be based on the conditional statement in the initial promotion order. The PSD will produce orders (IAW AR 600-8-105, Format 306) and submit the grade reduction in SIDPERS. The PSD will also provide a copy of the orders to the unit and servicing finance office.

e. Exceptions to policy. DA PERSCOM will consider exceptions to policy in very limited cases (i.e. temporary profile, pregnancy, operational deployments, etc). These requests should be routed through the chain of command to the supporting PSD. The PSD will forward these actions through 8<sup>th</sup> PERSCOM to the Total Army Personnel

EAAG

SUBJECT: Procedures for Conditional Promotion to Sergeant (SGT)

Command for final determination. Requests for exception are due to the PSD no later than 45 days prior to the administrative reduction date to allow for processing.

4. Conclusion. Soldiers who have appeared before a promotion board and are recommended for promotion are considered completely qualified and ready to assume the responsibilities of a noncommissioned officer. The intent of this program is to recognize soldiers' potential quicker by promoting them to the rank approved by the promotion authority and to fill current NCO vacancies.

5. POC for this action is CW2 Lyas (724-7916) or MAJ Phillips (724-8256).

FOR THE COMMANDER:



E. ERIC PORTER  
COL, AG  
Adjutant General

DISTRIBUTION:

A